

# Memorandum

To: Honorable Carole Migden, Chairwoman  
Honorable Claude Parrish, Vice Chair  
Honorable Bill Leonard  
Honorable John Chiang  
Honorable Steve Westly

Date: September 9, 2003

From: Deborah Pellegrini, Chief  
Board Proceedings Division



Subject: **2004 WORKLOAD PLAN RECOMMENDED FOR BOARD APPROVAL**

The Board Proceedings Division has prepared the attached proposed Board Workload Plan for the first quarter of 2004. I recommend your approval as part of the September 24, 2003 Board meeting's administrative session. The plan includes the following attachments:

1. Calendar of 2004 first quarter Board Meetings.
2. Meeting formats for meetings held in Sacramento and Culver City.
3. First Quarter Calendar for the Valuation of Public Utilities and Railroads.
4. First Quarter Calendar for the Assessment and Collection of Private Railroad Car Tax.

The proposed 2004 first quarter Calendar of Board Meetings meets the constitutional requirement that a Board meeting be held in Sacramento every month. The meetings are, generally speaking, evenly spaced throughout the quarter. The exceptions would be on or around various religious and State holidays.

The projected Southern California hearing workload is accommodated by having one three-day meeting in Culver City in the month of March. If the workload projections change, the final day of the Culver City meeting can be cancelled.

The attached two- and three-day meeting formats recommend that the meetings continue to begin at 9:30 a.m. in Sacramento and 9:00 a.m. in Culver City.

The Board will approve the remainder of the 2004 Board Workload Plan at a subsequent Board meeting.

If you have any questions or concerns, please let me know.

DP:ka



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Attachments

cc: Mr. Timothy W. Boyer  
Ms. Jean Ogrod  
Mr. Jeff Vest  
Ms. Janice Thurston  
Mr. Lucian Khan  
Mr. Gary Evans  
Ms. Karen Anderson  
Route Slip



**2004**  
**Board Meetings**

**January**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						






SACRAMENTO - JANUARY 27 & 28

**February**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
						
22	23	24	25	26	27	28
29						

SACRAMENTO – FEBRUARY 17 & 18

**March**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
						
14	15	16	17	18	19	20
21	22	23	24	25	26	27
						
28	29	30	31			

CULVER CITY – MARCH 9, 10 & 11

SACRAMENTO – MARCH 23 & 24

**2004 BOARD WORKLOAD PLAN  
DAILY FORMAT FOR BOARD MEETINGS**

**SACRAMENTO MEETINGS**

TUESDAY	9:30	Legislative Committee Customer Services and Administrative Efficiency Committee Business Taxes Committee Property Tax Committee Franchise, Business, and/or Property Tax Hearings Public Hearings
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WEDNESDAY	9:30	Franchise, Business and/or Property Tax Hearings Non-Appealance Matters Closed Session Administrative Agenda
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**CULVER CITY MEETINGS**

TUESDAY	9:00	Non-Appealance Matters Business and/or Franchise Tax Hearings Administrative Matters Closed Session
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WEDNESDAY	9:00	Business and/or Franchise Tax Hearings
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THURSDAY	9:00	Franchise and/or Business Tax Hearings
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**State Board of Equalization  
2004 Calendar for Assessment and Collection of Private  
Railroad Car Tax**

- January 22      Last day to file request with Chief, Board Proceedings Division, to be placed on the February 18 agenda to make presentations to the Board on factors and procedures affecting 2004-05 values of private railroad cars.
- February 3      Valuation Division staff sends Annual Report of Private Railroad Cars (BOE-519-PC) to private railroad car assessees. Staff informs assessees that when completed, a summary of staff's working papers will be available upon request. Staff will be available to discuss these values.
- February 18      Board will hear private railroad car assessees' presentations on factors and procedures affecting 2004-05 taxable values of private railroad cars.
- In lieu of oral presentations, assessees may submit written presentations to the Board Proceedings Division by February 18.

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